



Bassetlaw Community Grants

Frequently Asked Questions

1. Who can apply for the community grants?

- Registered charities/community associations
- Charitable Incorporated Organisations (CIO)
- Community Interest Companies (CIC) limited by guarantee (and have charitable objectives)
- Community Benefit Societies (Bencom)
- Constituted Community Groups

Un-constituted Community Groups or small groups with no formal constitution will not be eligible to apply however, we are still interested to hear from you and will be able to provide wider support. Please email communitygrants@bcvs.org.uk for more support and guidance from BCVS.

2. I am interested in applying, what do I need to do?

- a. Request an application pack via email to communitygrants@bcvs.org.uk
- b. Check your eligibility and email this to communitygrants@bcvs.org.uk
- c. Complete an application form and budget and performance profile and email this to communitygrants@bcvs.org.uk

3. My group is not registered in Bassetlaw but the project is being delivered in Bassetlaw, am I still eligible?

Priority will be given to projects that are both registered in Bassetlaw and being delivered in Bassetlaw.

In exceptional circumstances, projects that are registered outside of Bassetlaw but are being delivered solely in Bassetlaw will be considered. This will be on a case by case basis.





4. How much can I apply for?

You can apply for £3,000 - £15,000.

In exceptional circumstances, you can apply for up to £25,000.

If you have any questions about this please email communitygrants@bcvs.org.uk

5. What are deemed exceptional circumstances?

For those applying for the higher quantities of the funding, the Grant Panel will be looking for the following information to form their assessments:

Community need: What is the genuine need for this project? Is it located in an area of specific need?

Planning: Is the project well planned and has a sufficient budget breakdown?

Sustainability: Good evidence of how you are considering longevity of the project post Community Grant fund.

Value for money: Is the project good value for money and hit all projected Outputs/comes.

6. If our application is successful will we receive the full amount we applied for?

Your application will be assessed by the panel and you will either get the full amount, an amended amount or you will be unsuccessful. It will be noted in feedback whether you will be able to apply again if issues are addressed.

7. Do you provide feedback on unsuccessful applications?

Yes, we will provide feedback on request on why your application did not meet the criteria required. If you are able to action the required improvements, reapplication in a future grant round is possible.

8. Is there an appeals process?

There is no appeals process. All decisions made are final.





9. Is the application/guidance available in alternative formats/languages?

If you require the guidance or application in another language or format please let us know and we will arrange this for you if possible.

10. Will the fund be open for applications next year for 2024-2025 or is this the only chance to apply?

Yes, there will be second year of funding available in 2024-2025 but at this stage each organisation can only have one funded project through community grants to maximise benefit and reach. In the event of low take up this may be reviewed with funders.

11. Can anyone help us fill in the application form?

There is some online guidance that may be of use to you, here are some links:

NCVO - <https://www.ncvo.org.uk/help-and-guidance/funding-income/all-about-grants/writing-your-application/#/>

We can give you some guidance on whether or not your project ideas meet the criteria but we would not be able to help you write your application.

We will direct you to wider BCSV support teams if your organisation needs wider group development support to build capacity to apply.

12. What evidence do I need to send with my application?

The Application submission must include:

- Bassetlaw Community Grant Funding Application Form;
- Bassetlaw Community Grant Budget and Performance Profile;
- Policies including: Health and Safety, Safeguarding, Equity and Diversity, Sustainability, Data Protection;
- Insurance certificates as specified in the Stage two application form.

In addition, please email **one** of the following to support your application:

- A copy of audited accounts for the last two years;
- A statement of the turnover, profit and loss account (income statement), balance sheet (statement of financial position), and statement of cash flow for the most recent year of trading for this organisation;





- Alternative means of demonstrating financial status if any of the aforementioned are not available, such as a forecast of turnover for the current year and a statement of funds provided by the owners and/or the bank, charity accruals accounts, or another method.

NB: Please do not include any other attachments or links as these will be disregarded in scoring processes

13. What will not be funded?

When you request an application pack this will fully explain what can and cannot be funded.

14. We are a faith based organisation, can we apply?

Yes, faith based organisations that are also constituted community groups can apply but the project being delivered cannot be religious or promote one or more faith.

15. What does the fund cover in terms of capital and revenue? What is the difference between capital and revenue costs?

The fund covers revenue costs only.

A capital cost is expenditure relating to the purchase or construction of a fixed asset. (building, vehicle, equipment) or enhancement of an existing asset. Capital expenditure is usually substantial and improves the value and life expectancy of existing assets. Examples might include:

- Purchase of new items of equipment or machinery that are expected to last a long time
- Extension to a building or remodeling to make a building fit-for-purpose
- Large scale refurbishment of the interior to a community building
- Enhancements or upgrades to facilities, for example, double-glazing installation, lift/ramps
- Replacement of integral features such as central heating/boiler, lighting
- Installation of permanent outdoor features, such as development of a community garden or





new play equipment, youth shelter

- Development of a new website or app

A revenue cost is generally defined as an operating expense: the day-to-day costs to run your organisation. They tend to have a short life span of up to a year. Examples might include:

- staff costs or volunteer expenses
- insurances
- software licenses
- venue hire
- membership or affiliation fees to a governing body
- ‘overheads’ such as rent or utility bills
- Grounds or pitch maintenance
- Day to day repairs or minor works to maintain an asset in its current state

16. When will we find out if we have been successful?

We expect to be able to let applicants know at the beginning of October.

17. If we are successful, when will we receive the funds?

When you receive the news that your application has been successful you will be given an approximate date for the release of funds to you, this will be within 4 weeks subject to all requested documentation being returned to BCVS and quicker where possible. We therefore suggest you factor this into your timeline and planning

18. Can we re-apply if we are unsuccessful?

Yes, you can re-apply if you are unsuccessful if any feedback provided has been addressed. We will be clear if a project is ineligible or not fundable.

